

LANCASTER COUNTY OFFICE AUTOMATION SPECIALIST

NATURE OF WORK

This is responsible recordkeeping, accounting and fiscal work using computer software and programming techniques, and coordinating the use of microcomputers within a total department operation.

Work involves implementing, coordinating, and participating in the use of microcomputers and other automated office equipment; analyzing and determining departmental computer program needs; and developing computer programs and files for the storage, retrieval, and processing of statistical and financial records, correspondence, reports and other documents. Supervision may be exercised over subordinate clerical staff. Supervision is received from an administrative superior with work being reviewed through reports, conferences, and results achieved.

EXAMPLES OF WORK PERFORMED

Maintain computerized records to comply with departmental, State and Federal guidelines; prepare, revise and update forms and reports generated by computer data or word processing functions.

Utilize computer functions and software additions to increase efficiency of departmental processes, programs and procedures; troubleshoot functional problems and make minor equipment adjustments when possible.

Participate in entering, retrieving and modifying departmental data in the computer; analyze and determine departmental computer hardware and software needs.

Develop computer programs and files on microcomputer in order to store, retrieve and process financial, statistical and client/resident information; revise and update programs in order to continually provide information efficiently.

Supervise, train and evaluate subordinate clerical staff, as assigned.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operation of microcomputers, printers and automated office equipment and systems.

Knowledge of the principles, practices and procedures used in office management.

Knowledge of microcomputer "state-of-the-art" trends and innovations.

Knowledge of the basic principles of accounting and financial recordkeeping procedures.

Ability to plan for and meet the needs of the department through the use of microcomputers and other automated office equipment.

Ability to establish and maintain effective working relationships with human service agencies and co-workers.

Ability to communicate effectively both orally and in writing.

Skill in the operation of microcomputers and common office equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college-level course work in public or business administration, business management, or related field plus experience in the operation of microcomputers manipulating large volumes of financial and statistical data including experience in the maintenance of accounting records.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus experience in the operation of microcomputers manipulating large volumes of financial and statistical data including experience in the maintenance of accounting records; or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

Approved by: _____
Department Head

Personnel Director

Revised 11/96

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